



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

April 16, 2024

DIVISION MEMORANDUM
NO. 264, s. 2024

ADDENDUM TO DIVISION MEMORANDUM NO. 239, S. 2024
RE: SCHEDULE OF TRANSACTIONS IN THE SCHOOLS
DIVISION OFFICE

To: Chief Education Supervisors, SGOD and CID
Public Schools District Supervisors/Districts In-charge
Public Elementary/Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned
This Division

1. In consonance with Division Memorandum No. 239, s. 2024, re: Schedule of Transactions in the Schools Division Office, the following provisions are hereby added:

a. All Public Schools District Supervisors/PSDICs, School Heads, Teachers, and Non-Teaching personnel who are advised to report to the Division Office to receive their reassignment orders, assignment orders, and approved ERFs are permitted to transact personally, adhering to the schedule provided via the official DepEd MisOr HRM Office Facebook Page.

b. Newly appointed or promoted teaching, related-teaching, and non-teaching personnel, as well as school administrators, will be informed through the issuance of a Division Memorandum regarding the schedule for the release of appointments attested by the Civil Service Commission and a formal oath-taking ceremony, which will be conducted by the SDO.

c. Authority to travel must be obtained before transacting at the SDO following DepEd Order No. 001, s. 2023, entitled "Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities."



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OFFICIAL LOCAL TRAVEL

Office/Position	Recommending Authority	Approving Authority
PSDS	ASDS	SDS
Schools		
School Head (SH)	ASDS	SDS
Teaching personnel and Non-Teaching personnel (for destination within the Division)	None	SH

2. Strict compliance is directed.

EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent


MARY ANN M. ALLERA
Assistant Schools Division Superintendent
Officer In-charge
Office of the Schools Division Superintendent 

OSDS/ELO/mama/jlsr



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